

MASTER FILE




UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
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DSSD CENSUS 2000 PROCEDURES AND OPERATIONS MEMORANDUM SERIES #O-3

MEMORANDUM FOR Michael J. Longini
Chief, Decennial Systems and Contracts Management Office

Brian Monaghan
Lead Assistant Division Chief for Censuses
Field Division

From: Howard Hogan 
Chief, Decennial Statistical Studies Division

Subject: Request To Use a "Just in Case" Box on Group Quarters and
T-Night Questionnaires To Facilitate Analysis of Data
Completeness

I. Background

The Decennial Statistical Studies Division (DSSD) seeks to gather and analyze data on the completeness of responses to Census 2000 in Group Quarters (GQ) and T-Night enumeration, among other operations. In particular, we plan to measure the completeness of responses to both the 100 percent and sample questions for each of these operations. For GQ enumeration, we will determine whether Individual Census Reports (ICRs) completed by enumerators are more or less complete than those ICRs filled out by the respondents themselves. In addition, we want to measure the extent to which data are obtained from administrative records, and its usefulness.

This memorandum documents our request to use the "Just In Case 3" (JIC3) box on the ICR and the Simplified Enumerator Questionnaire (SEQ) to identify the source of the data, and documents Field Division's agreement with this request.

II. Recommendation

As things presently stand, we will be able to measure completeness of the responses on the ICRs used in GQ enumeration, but we cannot identify whether the ICR was filled out by an enumerator, by the respondent, or from administrative records. To rectify this, we request that enumerators mark a JIC box on the ICR in a way that distinguishes between ICRs completed in the following ways: (1) by respondents, (2) by enumerators interviewing respondents, (3) from administrative records or 'last resort' data, or (4) at a self-enumerating GQ.

With respect to T-Night, we cannot analyze T-Night SEQ completeness since the T-Night SEQs are indistinguishable from the SEQs from any other operation once they are scanned into DCS2000. To rectify this, we suggested that Local Census Office (LCO) clerks mark a JIC box on all SEQs from T-Night to identify them as T-Night questionnaires.

Decennial Systems and Contracts Management Office (DSCMO) has suggested a scheme (to be finalized) which would enable the JIC3 box on each of these forms to be used for these purposes. We concur that DSCMO's suggestion would meet our data collection needs. The Decennial Data Collection Branch of Field Division has agreed to instruct its enumerators and clerks to mark the JIC3 boxes of the ICRs and the SEQs in the appropriate manner.

Specifically, it was agreed that enumerators and clerks, as appropriate, will mark the JIC3 box of the ICRs "01" through "04" for respondent returns, enumerator interviews, administrative records/last resort, and self-enumerating, respectively. The JIC3 box of the T-Night SEQs will all be marked "12". The full numbering scheme drafted by DSCMO for the JIC3 box is attached.

Please take appropriate action and notify Kim Jonas on (x4197) of my staff if there are any questions or concerns.

Attachment: Proposed Assignment for JIC3 Box

cc:

DSSD Census 2000 Procedures and Operations Memorandum Series

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Proposed Assignment for JIC3 Box

The JIC3 box contains spaces for two characters. DSCMO's tentative plan for those characters is as follows:

Character 1 of 2: Operational Field Source

- 0 = Regular GQ Enumeration Procedure
- 1 = T-Night Location
- 2 = (not yet assigned)
- 3 = (not yet assigned)
- 4 = (not yet assigned)
- 5 = (not yet assigned)
- 6 = (not yet assigned)
- 7 = (not yet assigned)
- 8 = (not yet assigned)
- 9 = (not yet assigned)

Character 2 of 2: Response Provider

- 0 = (not yet assigned)
- 1 = Self Respondent
- 2 = Enumerator Interviewed
- 3 = Enumerator Filled from Administrative Records
- 4 = Proxy Respondent
- 5 = (not yet assigned)
- 6 = (not yet assigned)
- 7 = (not yet assigned)
- 8 = (not yet assigned)
- 9 = (not yet assigned)

Both characters of the two character JIC3 box must be filled.